



September 2, 2004

Volume 1, Number 6

## Meeting Agenda

September 2, 2004, 10 am

### 1. Welcome

### 2. State of Michigan Intranet Demo

Debbie Christensen

### 3. Intranet Training

Debbie Christensen

### 4. New CMA Training, Train the Trainer CMA Content Entry

Debbie Christensen

### 5. Q & A

### Next Vignette CMA Users Meeting:

December 2, 2004, 10 am

Michigan Library &  
Historical Center  
Forum Room

e-Michigan Web Development  
Phone: (517)241-5780

Web site:  
[www.michigan.gov/e-michigan](http://www.michigan.gov/e-michigan)

## New CMA Training Course Announced: Train the Trainer CMA Content Entry

e-Michigan will be moving to a "Train the Trainer" model for conducting the training for the CMA Content Entry classes. This will allow a number of advantages for the agencies:

- Training can be more timely for each agency – the agency can schedule classes when they know they have a need.
- Training can be customized for the agency and the particular site that the students will be working on.
- Training can be offered at a location close to the staff's work site.

This new class, Train the Trainer CMA Content Entry, will be offered starting in January. It will be open to experienced CMA users, who may be called upon to teach the material, be it in a classroom setting or a tutorial setting.

### Prerequisites

- **Required** – Content Entry
- **Recommended** – Web Edit Pro

### What Topics Will Be Covered

- Coordination of Permissions, etc. with e-Michigan Prior to Class
- Background Information about the CMA
- Preparation Required for Teaching this Class
- Class Logistics (when to pose questions, how to keep the class moving, when to breaks, etc.)
- Important Things to Teach
- Sequence of Topics to Teach
- How to Customize the Class for Your Agency
- Optional Course Content
- Optional Additional Topics for Course Curriculum
- Post Class Responsibilities

## What is the Intranet?

connect.michigan.gov is the new State of Michigan employee intranet. CONNECT is designed to promote collaboration through all areas of state government. Tools needed everyday to do work faster and better will be at everyone's fingertips.

The "SOM front door" is where you can get news and announcements targeted to ALL state employees, participate in statewide polls, and navigate to other sites in the connect.michigan.gov system.

Each department or agency will have the ability to create their own intranet system on CONNECT, much like what was done with www.michigan.gov. The tool that is being used is a new Vignette software tool called Vignette Application Portal or VAP. This tool is very different from the tool used for Michigan.gov development. In order to use this tool, new training is being offered. See below for information about the training.

You can take a look at the Intranet at <http://connect.michigan.gov>.

You can see the handouts for the classes, as well as User Guides for the Intranet, from the [Intranet Support & Information page](#) on connect.michigan.gov

## Site Administration Intranet Training Offered

**Intranet-Site Administration** training is done in three sessions. These three sessions must be taken in order.

**Who qualifies for Intranet Site Administration training?** Web services staff and business users who might plan the intranet or work in a departmental communication role.

### Session 1 - Building the Site (Full Day)

The first session will deal with creation and maintenance of a site. Students will learn about Navigation, Content Management, Modules, Pages, and putting all the pieces together to make the site usable for your department/agency. There will be some discussion of permissions; however permissions will be covered in more detail in the second session.

### Session 2 - Permissions and Groups (Half Day)

The second session is dedicated to Permissions and Groups. Permissions play a very important role in the Intranet. Each page, and even each segment on a page, can be set to allow or disallow people to see and/or edit the information. Permissions are assigned according to Groups. Each person on the Intranet will be a member of at least one group.

### Session 3 - Creating Team Rooms and Delegated Administration (Half Day)

The third session will cover creation of Team Rooms and delegating permissions to Team Room Administrators and other staff. Team Rooms will provide a powerful collaboration area of the Intranet. This will be where a project team or workgroup can share files, collaborate on documents, and communicate through discussion boards, etc. In order to provide the necessary tools to the Team and to keep the information strictly within the Team, it is necessary to build the room with the proper elements and to grant permissions to the Team Room appropriately. In addition, Site Administrators will be able to delegate SOME of their responsibilities to the Team Room Leader. Other responsibilities may be delegated to other staff members as well. This class will cover both of these topics.

## Other Intranet Training Offered

After the initial build of the site, there will be additional training needed for Content Entry Staff and Team Room Administrators.

### Content Entry Training (Half Day)

Once a site has its initial build completed, content will need to be entered. The staff entering content may be different from, or in addition to, the people building the site. People other than site administrators will likely be responsible for maintaining content after the site is live. This class will teach people how to enter initial content, add more content after the site is live, and how to edit content at a later date.

### Team Room Administration Training (Half Day)

Team Room Administrators will have special responsibilities that other Intranet users may not have. For this reason, there is a class specifically for Team Room Administrators/Leaders. This class will cover how to manage a discussion board, how to manage documents, maintaining bookmarks, adding users to the Team and so forth.

## Current Intranet Training Schedule

Site Administration Intranet training will be scheduled once a month or as needed until all agencies have begun participating in this new technology. Other Intranet training will be offered as needed, as sites are built and readied for content entry and team room administration.

|                          |   |
|--------------------------|---|
| September 14 (all day)   | Site Administration - Session 1 (Site Build)              |
| September 15 (afternoon) | Site Administration - Session 2 (Groups & Permissions)    |
| September 16 (afternoon) | Site Administration - Session 3 (Team Rooms & Delegation) |
|                          |   |
| September 28 (all day)   | Site Administration - Session 1 (Site Build)              |
| September 29 (afternoon) | Site Administration - Session 2 (Groups & Permissions)    |
| September 30             | Site Administration - Session 3 (Team Rooms &             |

|             |             |
|-------------|-------------|
| (afternoon) | Delegation) |
|-------------|-------------|

## **How To Sign Up For Intranet Training**

If you feel that you should attend any of this Intranet training, please contact your Web Services Team, Chief Information Officer or Department/DIT liaison.

## **Future CMA Workshops and Quarterly User Meeting Topics**

We love to hear from you! We are always looking for ideas for new CMA workshops. If you have any web site design expertise that you would like to share with other CMA users, we are interested in having you facilitate a future CMA user workshop. As an alternative, we can feature your CMA topic or web site design expertise at an upcoming quarterly meeting presentation. We are always interested in any new web site you've created in Vignette that you would like to present at an upcoming quarterly meeting presentation. Please email your suggestions to Lucy Pline at e-Michigan Web Development at [plinel@michigan.gov](mailto:plinel@michigan.gov)